



## Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

### **Associate Accounting Analyst/Associate Management Auditor**

**Monthly Salary: AAA \$4,616 - \$5,616 AMA Rg A \$4,619 - \$5,897**

**One Permanent/Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-300-XXXX-XXX**

**Refer to Job ID# J08-033**

**Final Filing Date: November 6, 2008**

## **PENDING FREEZE EXEMPTION**

### **General Statement of Duties:**

Under general direction, the incumbent makes studies of the accounting systems and financial organization, policies, procedures, and practices of State agencies and prepares reports containing recommendations; provides consultative service to State agencies; and performs other related work. Typical tasks of this classification include making major analytical studies of the accounting systems of large and complex state agencies; formulating new or revised systems to meet accounting needs; analysis of the application of office machines and other equipment to specific operations; studying costs and formulating unit cost data as necessary to implement surveys; analysis of work flow and layout; establishing standards for the evaluation of work output; evaluation of existing and proposed financial organization, policies, and procedures; preparing factual reports with recommendations based on studies and surveys; preparing manuals of accounting procedures and guides and assisting in the installation of new procedures and systems; advising agency officials on accounting and fiscal problems; analysis of budget requests and making recommendations on their necessity and feasibility; researching legislation pertaining to fiscal matters and revising accounting procedures to conform; interviewing and consulting with departmental officials and officers of outside agencies; and dictating correspondence. The position may provide leadership and give advice to administrative analysts on lower levels.

Design, implement, and maintain the fiscal reporting systems for contractors for the Board's five programs. The systems are used to monitor and maintain adequate levels of cash flow to contractors to pay for medical claims, capitation payments, to make draws from Federal grants and to provide information for the auditing and performance evaluation of contractors.

Act as the Board's liaison with its contractors to assure accurate and timely reporting of financial information and to resolve audit protocol and contract monitoring issues. Analyze the certified audits and financial statements of contractor health plans, and relevant reports on health plans by the Departments of Insurance and Corporations, in order to advise program management on the overall financial soundness of contractors.

Provide statistical and analytical support for health, dental and vision plan rate negotiations. Analyzing data, identify trends, make projections and draw sound conclusions.

Assure compliance regarding accounting and auditing requirements of the federal government. Review policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities.

Assist in the auditing of reported incidence of marker diagnoses pursuant to the risk adjustment methodology.

Review, analyze and approve monthly invoices for contracted plans.

Other duties as required.

**Other Expectations:**

- \* Ability to multi-task and meet tight deadlines.
- \* Demonstrates a commitment to perform duties in a service-oriented manner.
- \* Demonstrates the ability to work independently as well as a member of a team.
- \* Maintains good work habits and adheres to all policies and procedures.
- \* Demonstrates a commitment to maintain a work environment free from discrimination and sexual harassment.

**Who May Apply:**

Individuals at the Associate Accounting Analyst or Associate Management Auditor level or who have list or reinstatement eligibility to either classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.spb.ca.gov](http://www.spb.ca.gov)). In Section 12 of the application enter **Job ID# J08-033 and Position # 443-300-XXXX-XXX** and the basis for appointment eligibility. Send to:

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: November 6, 2008.**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*